Careers Policy

DENE MAGNA SCHOOL

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Contents

1.0 School Vision
2.0 Policy Scope
3.0 Objectives
4.0 School Responsibilities
5.0 Governor Responsibilities
6.0 Provider Access
7.0 Impact Assessments

Appendix 1 Summary of the Gatsby Benchmarks
Appendix 2 Dene Magna Careers Programme
Appendix 3 Arrangements for Provider and Employer Access

Linked policies

Provider Access Legislation '*Baker Clause Statement'* Dene Magna School and Sixth Form, July 2025

Linked Documents

'Careers Guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'. DFE, January 2023, updated 23 June 2026

Careers Team

Member of staff:	Mrs J Rich
Careers Lead Member of LG:	Mr D Mooney, Headteacher
LGB Link Governor:	Mrs M Mazelin-Browne

1.0 School Aim

Dene Magna is founded upon the collective pursuit of our leading aim:

''That each and every learner shall achieve their maximum potential and enjoy the process."

Dene Magna seeks to maximise the life chances of all of our young people. It is therefore crucial that we prepare them for life beyond school and college. We encourage our students to ''Dream Big and Aim High''.

We have therefore adopted this policy to provide a clear commitment to, and framework for, Careers.

2.0 Policy Scope

This policy covers Careers Education, Information, Advice and Guidance (CEIAG) given to students in Key Stages Three, Four, and Five.

The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff (DfE, January 2023).

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. Please see our linked policy: Provider Access Legislation.

This policy refers to events and opportunities in Key Stages three, four and five, and these events will impact all students at the school.

All members of staff at Dene Magna are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Lead & Adviser.

It is important that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full-time education to the world beyond. This policy is designed to contribute to these aspects of students' personal and social development.

3.0 Objectives

The objectives of the Careers policy are as follows:

- To ensure that all students at the school receive a stable careers programme
- To enable all students to learn from information provided by the career and labour market
- The CEIAG should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of workplace(s)
- To ensure that students have a series of encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance

4.0 School Responsibilities

The school has a series of statutory duties:

- Provide the independent and impartial careers guidance to all students from years 7 to 13
- Ensure careers guidance promotes the best interests of students and does not promote one particular route or provider over another.
- Have regard to the Department for Education's Careers Guidance and Access for Education and Training Providers Statutory Guidance**.**
- Deliver a stable and structured careers programme that is published on the school's website and reviewed regularly.
- Work towards achieving and maintaining the Gatsby Benchmarks of Good Career Guidance.
- Appoint a named Careers Leader with responsibility for leading and coordinating the careers programme.
- Provide access to up-to-date labour market information (LMI) to support informed decision making.
- Ensure careers provision meets the needs of all students, including disadvantaged learners and those with SEND.
- Provide opportunities for students to have meaningful encounters with employers and employees.
- Provide experiences of workplaces and work-related learning to help students understand the world of work.
- Ensure students have encounters with a full range of education and training providers, including sixth forms, colleges, universities, apprenticeships and technical education routes.
- Comply with the Provider Access Legislation (Baker Clause) by giving training and education providers access to students to discuss approved technical education qualifications and apprenticeships.
- Publish a Provider Access Policy Statement on the school website.
- Provide opportunities for students to receive personal guidance interviews from appropriately qualified careers advisers.
- Monitor, evaluate and review the impact of the careers programme, using destination data and student feedback to inform continuous improvement.

The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 1, and they cross reference with the objectives of this policy cf. Section 3

Dene Magna School and Sixth Form believes that good CEIAG connects learning to the future. It

motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. School Improvement Partner or Ofsted).

5.0 Governor Responsibilities

The governing body will ensure that the school has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 13.

There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement

6.0 Provider Access

Introduction - This section of the policy sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All Students in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Appendix 3 shows the way in which education and training providers should get in touch with the school to gain access to pupils and/or parents to inform them about further opportunities

The school will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities

In the first instance, requests by providers should be sent to the Careers Lead, Jo Rich at j.rich@dms.fodt.co.uk, with a minimum of 6 weeks' lead-time. All requests will be considered based on; staffing availability to support the activity, clashes with other planned activity, trips or visits to the Academy, interruption to preparation for examinations or rooming and space availability to host the activity.

7.0 Impact Assessments

The Headteacher will ensure that:

- the work of the Careers Lead and CEIAG events are supported and monitored
- a member of the Leadership Group has an overview of CEIAG work and reports regularly back to the team

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders through parent, teacher and student surveys;
- Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted;
- The school records the number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

The Local Governing Board will review this policy every two years.

Appendix 1 – Gatsby Benchmark

To view the latest version of the Gatsby Benchmark please follow this link - https://www.gatsbybenchmarks.org.uk/

Appendix 2 – Dene Magna Careers Programme

Our current programme can be found on our website via this link - https://www.denemagna.co.uk/page/?title=Careers+Programme+2026%2D27&pid=704

Appendix 3 – Application for Provider and Employer Access

Introduction

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider and employer access requests Procedure

A provider or employer wishing to request access should contact Mrs Jo Rich.

Telephone: 07490 392146
Email: j.rich@dms.fodt.co.uk

Opportunities for access

The school offers a comprehensive Careers programme and an overview of this programme can be seen on the school website.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider/employer and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider/employer presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the SLT team.

In accordance with the requirements of KCSIE 2026 for visitors that come into School to engage in regulated activity relating to Careers Guidance (e.g. Employers undertaking mock interviews) all visitor protocols (such as ID checks and signing in procedures) are followed, and checks are made to ensure the visitor has the appropriate DBS and vetting/barring clearance. If a visitor does not have the appropriate vetting and barring checks in place, they are always accompanied by a member of staff, and a risk assessment is undertaken.

Providers are welcome to leave a copy of their prospectus or other relevant course literature, and Employers are welcome to leave a copy of any promotional material with the Careers Lead to be displayed in the Careers Library.